

Message: RE: January Invoice Question

✉ RE: January Invoice Question

From Kraft, Emily **Date** Tuesday, February 14, 2017 12:11 PM
To 'Carrie Hoelscher'
Cc

 **image001.jpg** (3 Kb HTML)  **image003.png** (7 Kb HTML)

I cannot make a correction in the system on my end, but you handwriting the correction on the invoice will work just fine.

From: Carrie Hoelscher [mailto:carrie@allianceforlifemissouri.com]
Sent: Tuesday, February 14, 2017 12:08 PM
To: Kraft, Emily
Subject: January Invoice Question

Hi Emily,

I have a quick question for you. Alpha House gave \$31 utility assistance to a client (██████) but incorrectly posted it to the IPCP of a different client (██████). I have already generated the invoice, and they have just noticed the mistake. Typically, I would just delete it off the wrong client and tell them to post to the correct client and it will appear on next month's invoice. However, with the new contract/cycle we are trying to make a clean break with all January services bill in January, rather than allowing them to move forward onto the new contract cycle. I know for a fact, because I have the receipt in hand, that this assistance was given to ██████. Would it be ok, so they don't lose reimbursement of these funds, for me to hand write the correction on their invoice to show the appropriate client received the assistance, and keep documentation in their file? Or, is there a way that you can make the correction on your end?

Thanks for your help!

Carrie

Carrie Hoelscher
A2A Program Manager



Email 1

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